M2006, M2008* and M3901 CITELlink Phone Quick Reference	
What's Different	
• These phones do not operate handsfree, and do not have a display (*except the M2008D/HFD). On a M2006 or M2008 phone with no display, the **SUPERKEY** features are available, but cannot be verified - check the button presses carefully or use a display phone for set up. • Press **SUPERKEY** to access a menu that allows you to program speed calls and personal keys, and to turn features on and off. Press the * and **#** dial pad keys to navigate through the SUPERKEY menu. • When you have a **MESSAGE** waiting, the red indicator lights up.	
Using Your Phone	
Hold	Press **HOLD** to place call on hold To retrieve the call, press the flashing line key
Transfer	1. While on a call, press **TRANS/CONF**. 2. Dial the number of a third party. 3. Do one of the following: • Hang up. • Wait for an answer, announce the transfer, and hang up.
Conference	1. While on a call, press **TRANS/CONF**. 2. Dial number of next party 3. Wait for answer 4. Press **TRANS/CONF**.
Redial last number	To save: lift the handset and enter the Save Last Number feature access code To dial: lift the handset enter the Redial Last Number feature access code
Set up call forwarding (once set, see below to enable or disable)	1. Press **SUPERKEY**. 2. Press **#** (No) until "Call Forwarding?" appears. 3. Press * (Yes). 4. Press **#** (Next) until the desired type of Call Forward appears. 5. Press * (Review). 6. Press * (Program). 7. Dial the destination number. 8. Press **DOWN ARROW** to save. 9. Press **SUPERKEY**.
Enable or disable call forwarding	1. Press **SUPERKEY**. 2. Press **#** (No) until "Call Forwarding?" appears. 3. Press * (Yes). 4. Press **#** (Next) until the desired type of Call Forward appears. 5. Press * (Review). 6. Press * (Change). 7. Press **#** (TurnOn/TurnOff). 8. Press **SUPERKEY**.
Program a speed call	1. Lift the handset. 2. Dial the Store Personal Speed Call feature access code. 3. Enter an index number between **00** and **09**. 4. Dial the number to be stored. 5. Hang up.
Speed call a saved number	1. Lift the handset. 2. Dial the Invoke Personal Speed Call feature access code. 3. Enter an index number between **00** and **09**.

M2008HF/HFD, M2616/A2008, M3110, M3310, M3820, M3902, M3903 and M3904
CITELlink Phone Quick Reference

What's Different

- Some M2008 and M2616/A2008 phones do not have a display. On these phones with no display, the **SUPERKEY** features are available, but cannot be verified - check the button presses carefully or use a display phone for set up. The **SUPERKEY** is not available on the M3110.
- Press **SUPERKEY** to access a menu that allows you to program speedcalls, personal keys, and to turn on and turn off features. Press the **Yes** and **No** softkeys to navigate through the SUPERKEY menu. For phones without softkeys, use * (Yes) and **#** (No) on the dial pad.
- During a handsfree call if the Microphone indicator is on, the Microphone is on. If the indicator is off, the Microphone is muted. Press the **Microphone** key to turn the microphone on and off.
- When you have a **MESSAGE** waiting, the red indicator lights up.

Using Your Phone

Hold	Press **HOLD** to place call on hold To retrieve the call, press the flashing line key
Transfer	1. While on a call, press **TRANS/CONF**. 2. Dial the number of a third party. 3. Do one of the following: • Hang up. • Wait for an answer, announce the transfer, and hang up.
Conference	1. While on a call, press **TRANS/CONF**. 2. Dial number of next party. 3. Wait for answer. 4. Press **TRANS/CONF**.
Redial last number that you dialed	To save: lift the handset and enter the Save Last Number feature access code To dial: lift the handset enter the Redial Last Number feature access code
Set call forwarding	1. Press **SUPERKEY**. 2. Press **No** until "Call Forwarding?" appears. 3. Press **Yes**. 4. Press **Next** until desired Call Forwarding type appears. 5. Press **Review**. 6. If a number is already programmed, press **Change**. 7. Press **Program**. 8. Dial the destination number. 9. Press **Save**. 10.Press **SUPERKEY**.
Enable or disable call forwarding	1. Press **SUPERKEY**. 2. Press **No** until "Call Forwarding?" appears. 3. Press **Yes**. 4. Press **Next** until the desired type of forwarding appears. 5. Press **Review**. 6. Press **Change**. 7. Press **TurnOn** or **TurnOff**. 8. Press **SUPERKEY**.

M2008HF/HFD, M2616/A2008, M3110, M3310, M3820, M3902, M3903 and M3904 CITELlink Phone Quick Reference	
What's Different	
Program a personal speed call	1. Press **SUPERKEY**. 2. Press a personal key that isn't a line key. 3. Press **Change**. 4. Press **Yes**. 5. Dial the destination number (press **HOLD** for a pause; **TRANS/CONF** for a flash). 6. Press **Private** if desired.. 7. Press **Save**. 8. Press **SUPERKEY**.
Speed call a saved number	Press the speed call key.